

REQUEST FOR RECORDS RETENTION SCHEDULE
to be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. 216
PAGE
NO. 1. ✓

1. Requesting Agency

PUBLIC SERVICE COMMISSION

2. Division or Bureau of Requesting Agency

TRANSPORTATION DIVISION

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. GENERAL FILE

Size: 8½" x 11"

Dates: 1929 - -

Quantity: Office, 2 drawers (4 cubic feet)
Basement, ½ cubic foot (total 4½ cubic feet)

File Arrangement: Alphabetical by subject

Disposable Amount: 2 cubic feet (estimated)

This is the operating and information file for the Transportation Division. It contains correspondence with individuals, companies, State agencies, and agencies of the Federal government; regulations, orders (e.g. Public Utilities Commission of District of Columbia), reports, and decisions of Federal agencies, transportation associations, etc.; worksheets (taxicab inspections, bus inspections, etc.); reports and other material of all types which are filed with the Commission (e.g. reports on train accidents, taxicab insignia).

The subject matter of the correspondence relates to such matters as refusal of applications of all types; railroad, motor carrier, and taxicab rates and routes; and inspections of equipment.

RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.

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7. Agency, Division or Bureau Representative

Allen [Signature]

Executive Secretary

October 30, 1957

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

11/1/57
Date

Morris S. Raball
Archivist

Date

[Signature]
Secretary

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Works.

2. BALTIMORE TRANSIT COMPANY FILE

Size: 8½" x 11"

Dates: 1929 - -

Quantity: Office, 4 drawers (7 cubic feet)
Basement, 6½ cubic feet
(Total 13.5 cubic feet)

File Arrangement: Alphabetical by subject

Annual Accumulation: Less than 1 cubic foot

Disposable Amount: 8 cubic feet (estimated)

This file is concerned with the regulation, investigation, and general operations of the Baltimore Transit Company. A large part of the file is made up of correspondence received from or directed to the company. The remainder of the file contains various reports filed with the Commission, tariffs, schedules of operations, and worksheets resulting from Commission inspections or investigations.

Specifically, the correspondence with the Company is concerned with the planning and operation of various transit services (e.g. express and limited stops, shoppers' specials, baseball, football, and other special operations) and setting up schedules.

Summaries and worksheets which support active schedules include the following: summaries of traffic checks by BTC, summaries of trips and miles, and service observations by the Commission showing the passenger counts for various routes. The file also includes canceled schedules.

Any of the following types of reports may appear in the file or may have been part of this file before being discontinued:

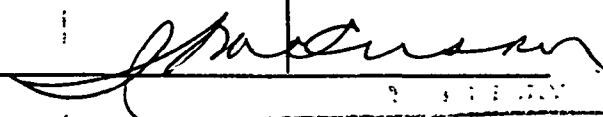
a. Average Load Reports (1937-1949) - This is a daily report showing the number of buses, the total number of passengers carried, the average number of passengers carried, and the average seating capacity for each route over an 18-hour period. The majority of these reports were filed by the Baltimore Transit Company and the Capital Transit Company. In some instances, the load reports are accompanied by letters of transmittal which show monthly statistics on mileage travelled and passengers carried by streetcars, trackless trolleys, and buses. This report was discontinued in 1949 when the Commission began making its own traffic checks.

b. Revenue Miles and Passenger Data Reports (1928-1944)

c. Detention Reports (1939 - -) - This is a daily report of delays in scheduled trips by steam and electric railways. Each report shows the car number, the run number, the destination, location, the beginning of the delay, the duration of the delay, and the cause of the delay.

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PUBLIC WORKS



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	<p>d. Street Car Route Schedules Reports (1928 --) - The reports (by United Railways and Electric Company of Baltimore, Capital Transit, and the Baltimore Transit Company) show the schedules in effect each day. Each schedule shows for each route the interval between cars throughout the schedule period, and the number of cars which ran during that period, and the total trips made.</p> <p>A. RECOMMENDATION: RETAIN CORRESPONDENCE AND SCHEDULES FOR TEN YEARS AND THEN DESTROY.</p> <p>B. RECOMMENDATION: RETAIN WORKSHEETS AND REPORTS FOR THREE YEARS AND THEN DESTROY.</p> <p>3. <u>EXCESS SEAT MILEAGE REPORTS</u></p> <p>Size: 8½" x 11" Dates: 1943 - - Quantity: Office, ½ cubic foot Basement, 1½ cubic feet (total, 2 cubic feet) File Arrangement: By year and chronological therein Annual Accumulation: ½ cubic foot (estimated) Disposable Amount: 1 cubic foot</p> <p>Motor vehicle passenger carriers register individual vehicles with the Department of Motor Vehicles and pay a seat-mileage tax of 1/30 cent for each seat for each mile traveled. The mileage to be traveled is estimated for each vehicle at the time of licensing. Any mileage over the tax-base figure is reported on the Excess Seat Mileage Report form to the Department of Motor Vehicles, and a duplicate is sent to the Public Service Commission. This file consists of duplicates and copies of transmittal letters received by the Commission.</p> <p>Specifically, each report contains the following information: the name of the company, address, date of filing, the routes traveled, route miles, total trips, seat capacity, total seat miles, tax rate, and total amount payable.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY</p>	
4.	<p><u>REPORTS FILE</u></p> <p>Size: 8½" x 11" Dates: 1932 - - Quantity: Office, 1 drawer (2 cubic feet) Basement, 10 cubic feet (total 12 cubic feet) File Arrangement: By type of report and chronological therein Annual Accumulation: 1 cubic foot (estimated) Disposable Amount: 10 cubic feet</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p> <p>APPROVED BY BOARD OF PUBLIC WORKS</p> <p>NOV 4 1957</p> <p><i>McLuskey</i> SECRETARY</p>

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This item includes reports filed with the Commission which are not described elsewhere on this schedule as separate records. Specifically, the reports which occur in this file are:

a. Taxicab Accident Reports (1932 —) - This report is submitted to the Commission following an accident involving a taxi. The report shows the date of the accident, the date of the report, the owner's permit and license number, the name of the owner, the name and address of the driver, the names and addresses of persons injured or owning other vehicles involved, and an account of the accident.

b. Detention Reports - These are reports of delays in street railway traffic (for other than Baltimore Transit).

c. ICC Railroad Accident Reports - The Interstate Commerce Commission distributes copies of accident investigation reports. These copies are retained by the Public Service Commission for informational purposes. Each report contains a summary of information on the accident, a narrative report on the accident, a statement concerning its cause, and a recommendation of corrective measures.

d. Passenger and freight carrier accident reports (1932 --) - These reports are filed with the Commission by all freight and passenger carriers. These reports are filed monthly and contain summary and detailed information on all accidents involving death or injury to company personnel or property damage.

The recommendation below applies to the reports and any correspondence which may accompany them (e.g. transmittals).

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

5. PASSENGER AND FREIGHT PERMIT APPLICATION FILE

Form Nos.: T-1 to T-6

Size: 8½" x 11"

Dates: 1915 - -

Quantity: Office, 29½ drawers (5½ cubic feet)
Basement, 20 cubic feet (total 7½ cubic feet)

File Arrangement: By type of company and alphabetical therein

Annual Accumulation: 2 cubic feet

Disposable Amount: 38 cubic feet (estimated)

Passenger and freight carrier permits are subject to yearly renewal. The Passenger and Freight Permit Application File contains correspondence and current and canceled permit applications of freight and passenger carriers who are still operating or have discontinued operations. Specifically this file contains an application folder

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and a correspondence folder for each carrier. The application folder for each carrier contains canceled application records for past permit years, the application forms for the current year being held in a separate action file. The papers which occur in each application folder are:

- T-1, Commission's order
- T-2, Application for permits to operate motor vehicles in public transportation over routes listed
- T-3, Application for permits to operate on fixed routes as described in T-2
- T-4, Detail of Regular Route operation based on established schedule (showing seat miles per week)--a copy is on file with the Department of Motor Vehicles
- T-5, Public motor vehicle schedule of operation
- T-6, Public motor vehicle schedule of rates and fares

The correspondence folder for each carrier (within the same file as the application folders) are concerned with requests for authority for temporary operations, changes in fares or operations, transmitting information or publications, initiating petitions, and refusal of permits.

- A. RECOMMENDATION: RETAIN PERMANENTLY THE COMMISSION'S ORDERS AND THE APPLICATIONS FOR PERMITS TO OPERATE MOTOR VEHICLES (T-1, T-2, or earlier forms); RETAIN ALL OTHER FORMS EXCEPT T-6 FOR THREE YEARS AND THEN DESTROY. RETAIN FORM T-6 FOR FIVE YEARS AFTER CANCELLATION AND THEN DESTROY.
- B. RECOMMENDATION: RETAIN PERMANENTLY CORRESPONDENCE WHICH DIRECTLY RELATES TO THE AUTHORITY GRANTED IN THE COMMISSION'S ORDERS OR IS REFERRED TO ON FORM T-1 (ORDER SHEET); RETAIN ALL OTHER CORRESPONDENCE FOR TEN YEARS AND THEN DESTROY.

6. PERMIT FILE (FREIGHT AND PASSENGER MOTOR CARRIERS)

Size: 6" x 3½"

Dates: 1910 - -

Quantity: 15 cubic feet

File Arrangement: By year and alphabetical therein by company

Annual Accumulation: 1/3 cubic feet

Disposable Amount: 14 cubic feet (estimated)

According to the provisions of Article 78, Section 31, Annotated Code of Maryland, 1956 Supplement, "... no motor vehicle shall be used in the public intrastate transportation for hire, or in any transportation for hire on regular schedules and between fixed termini (as these terms are defined in Article 66½, Section 2) of passengers, or of property or freight (including passengers or property or freight carried by corporations, groups, or associations

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engaged in the transportation of their stockholders, shareholders, or members, or their property or freight, whether on the cooperative plan or otherwise) or in the carriage of flammables for hire over the improved streets or roads of this state or any political subdivision thereof, without a permit from the Commission to the owner, which shall prescribe the route and schedule, if any, of operation."

This file contains the triplicate copies of permits which are issued each year by the Commission in accordance with the provisions mentioned above. The original copy is issued to the carrier, and the duplicate copy is filed with the Department of Motor Vehicles. Each permit (for individual freight and passenger vehicles) shows the permit number, the vehicle license number, the vehicle engine number, the owner's name, address, authorized area or routes of operation, and the permissible carrying capacity (in weight or number of passengers).

RECOMMENDATION: RETAIN UNTIL EXPIRATION OR CANCELLATION AND FOR THREE YEARS THEREAFTER, AND THEN DESTROY.

7. TAXICAB PERMIT APPLICATION FILE (TAXICAB APPLICATIONS GRANTED)

Form No.: E-45 (replaced by T-9, T-10)

Size: 8½" x 11"

Dates: 1932 - -

Quantity: Office, 17.5 drawers; basement, ½ cubic foot
(total ¾ cubic foot)

File Arrangement: Alphabetical by company and by owners
or operator's name therein

Annual Accumulation: 1 cubic foot

Disposable Amount: 11 cubic foot (estimated)

Taxicab permits (Item 8) are subject to yearly renewal. The Permit Application File contains the current and past permit-renewal applications of taxicab owners who are presently in operation and those who have ceased operating. Until 1944 a separate application form was filed for each vehicle. After that date, a single application form covers all vehicles owned by a particular company or operator. The yearly application forms through 1944 consist of:

Form E-45, Application for Permit for Operation of Taxicab
(with canceled permits attached)

Commission's order granting permits (authorizing issue,
transfer, or change of equipment)

Certificates of insurance

The applications forms (1945 and later) consist of:

Form T-9, Commission's order (except for changes of equipment, which are filed separately in the Taxicab File (Item 9))

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Form T-10, Application for permits for operation of taxi-cabs

Certificates of Insurance

Rate Schedules (occurring infrequently)

The Commission's orders on equipment changes since 1945 are filed separately in the Taxicab File (Item 9) and are covered by the recommendation for that item. This recommendation also covers the orders on equipment changes through 1944 which are filed in the Taxicab Permit Application File.

RECOMMENDATION: RETAIN PERMANENTLY THE COMMISSION'S ORDERS (T-9) AND APPLICATIONS FOR PERMITS FOR THE OPERATION OF TAXICABS (E-45 and T-10); RETAIN ALL OTHER MATERIAL EXCEPT RATE SCHEDULES FOR THREE YEARS AND THEN DESTROY. RETAIN RATE SCHEDULES FOR FIVE YEARS AFTER CANCELLATION AND THEN DESTROY.

8.

PERMIT FILE (TAXICAB)

Size: 6" x 3½"

Dates: 1932 - -

Quantity: 8 cubic feet

File Arrangement: By year and numerical by permit number therein

Annual Accumulation: 1/3 cubic foot

Disposable Amount: 7 cubic feet (estimated)

Audit: State

According to the provisions of Article 78, Section 38a, Annotated Code of Maryland, 1956 Cumulative Supplement, "No taxicab shall be operated in any incorporated city or town having a population of more than 50,000 persons, or between points within such city or town and points outside thereof, without a written permit from the Commission." The permits which are issued each year in accordance with these provisions are prepared in duplicate. The original permit is issued to taxi companies or owners for individual taxicabs. The duplicate copies of these permits are retained by the Commission in the Permit File. Each permit shows the permit number, the cab number, the license number, the name and address of the owner or company, the make of the vehicle, its model year, engine number, and its passenger capacity.

RECOMMENDATION: RETAIN UNTIL EXPIRATION OR CANCELLATION AND FOR THREE YEARS THEREAFTER AND THEN DESTROY.

9.

TAXICAB FILE

Size: 8½" x 11"

Dates: 1932 - -

Quantity: Office, 2 drawers (1 cubic foot)

File Arrangement: Alphabetical

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[Signature]

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This file for the period 1932-1946 contains material which was formerly part of the General File (Item 1). Specifically, the contents of this file are exemptions (exemption certificates) which have been granted, revoked, or expired; police records of operators and applicants for permits; lists of taxi companies and drivers; monthly mileage reports; and canceled taxi insignias. Since 1946 a similar file has been maintained which also includes Commission's orders on taxi permits (equipment changes) (T-9) and taxicab rate sheets (T-7).

RECOMMENDATION: RETAIN PERMANENTLY CANCELED TAXI INSIGNIAS, EXEMPTION CERTIFICATES, AND LISTS OF TAXI COMPANIES AND DRIVERS; RETAIN ALL OTHER MATERIAL FOR TEN YEARS AND THEN DESTROY.

10. TAXICAB CORRESPONDENCE

Size: 8½" x 11"

Dates: 1932 - -

Quantity: 2 drawers (4 cubic feet)

File Arrangement: Alphabetical

Disposable Amount: 1 cubic foot

The Taxicab Correspondence File contains correspondence with taxi owners, operators, insurance companies, and the general public. The subject matter of the correspondence concerns the transfer of franchises, complaints relative to taxi operation and condition, cancellation or renewal of insurance, taxi inspections, and the enforcement of taxi regulations.

RECOMMENDATION: RETAIN PERMANENTLY ALL CORRESPONDENCE WITH TAXICAB OWNERS; RETAIN ALL OTHER CORRESPONDENCE FOR THREE YEARS AND THEN DESTROY.

11. COMPLAINTS CARD FILE

Size: 3" x 5"

Dates: 1947 - -

Quantity: 1 drawer (1/4 cubic foot)

File Arrangement: Numerical by complaint number

Annual Accumulation: Very small

Disposable Amount: Very small

This is a card record of telephone complaints received by the Division. Entries on the card are based on a complaint memo that is prepared after receipt of the complaint. Once the complaint memo (prepared in one copy) is forwarded to the Secretary, the complaint card is the only record of the complaint which is retained by the Transportation Division. An individual card lists the name of the Complainant, the complaint number, the party against whom the complaint is directed, the date of receipt of complaint, the date of

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closure, names of persons receiving the complaint and closing the case, and the nature of the complaint.

The recommendation below applies to the Card File and to all Division copies of memoranda which pertain to actions taken on complaints.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

12. MOTOR CARRIER TARIFFS AND SCHEDULES OF OPERATION

Size: Varying sizes

Dates: 1930 - -

Quantity: Basement, 5 cubic feet; office, 4 cubic feet
(total 9 cubic feet)

This item includes the tariffs and schedules of operations of inter and intra-state motor carrier companies that are filed with the Commission in accordance with Commission rules and regulations.

RECOMMENDATION: RETAIN UNTIL SUPERSEDED OR CANCELED AND FOR FIVE YEARS THEREAFTER AND THEN DESTROY.

13. INTERSTATE COMMERCE COMMISSION RESIDENT AGENT FILE

Form No.: ICC BMC - 3

Size: 8 $\frac{1}{2}$ " x 11"

Dates: 1935- -

Quantity: 2 cubic feet

File Arrangement: By year and chronological therein

Annual Accumulation: Less than $\frac{1}{2}$ cubic foot

Disposable Amount: 1 cubic foot (estimated)

This file contains the forms on which Maryland Resident Agents are designated. These forms are received by the Commission along with other material which is retained in the Interstate Commerce Commission File (Schedule 291, Item 1). The Resident Agent forms are removed and retained separately in the Resident Agent File. The recommendation below applies only to the individual forms in this file.

RECOMMENDATION: RETAIN WHILE CURRENT OR UNTIL A NEW RESIDENT AGENT IS DESIGNATED, AND THEN DESTROY, PROVIDED THAT THE FORM IS AT LEAST THREE YEARS OLD.

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[Signature]